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Nov. 27-'8

BY-LAWS  
OF THE  
BOARD OF EDUCATION  
OF THE  
CITY OF ELMIRA,  
1882.



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ELMIRA, N. Y.

GAZETTE COMPANY STEAM PRINT.

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## STATED REPORTS.

SEPTEMBER.—School year begins September 1. (*City school act, section 20, sub div. 11*).

Superintendent to return abstracts of school reports at close of each term and year. (*Rule 12*).

Academy report to the regents, to be prepared by the principal, (*Rule 45*), accompanied by report of text book committee, (*Rule 21*), passed by the board and transmitted by the secretary on or before October 1. (*See University Manual, and also blanks furnished by Regents*).

Finance Committee to examine accounts of secretary and chamberlain, and report at second stated meeting in September. (*Rule 18*).

Report of receipts and disbursements to the common council, to be prepared by the secretary and certified by the finance committee, and submitted to the board at or before second stated meeting in September, (*Rule 18*), and transmitted to the common council fifteen days previous to annual election. (*City school act, sec. 32*).

Enumerators to be appointed in September to take census between first and tenth of October. (*Rule 30*).

OCTOBER.—Board to report to superintendent of public instruction between the first and fifteenth of October. (*City school act, sec. 22*). Time extended by state superintendent to, November first to fifteenth. (*See letter of September 5th, 1882, on file with duplicate reports*).

Visiting and Evening School Committee to report in October. (*Rule 26*).

DECEMBER.—Teachers Examination. (*Rule 35*).

FEBRUARY.—Superintendent to report condition of property. (*Rule 12*).

Building Committee to report estimated repairs, &c., at first stated meeting in February. (*Rule 22*).

Finance Committee to report to the board estimates for the ensuing school year at the last stated meeting in February. (*Rule 18*).

Board to report estimates for the ensuing year to the common council on or before the day of the last regular meeting in March. (*City school act, section 20, subdivision 11*).

MAY.—Teachers Examination. (*Rule 35*).

JUNE.—Academy Committee to report requisite teachers at first stated meeting in June. (*Rule 24*).

Teachers Committee to report requisite teachers at last stated meeting in June. (*Rule 19*).

Building Committee to examine and report condition of heating apparatus within first two weeks of summer vacation. (*Rule 22*).

AUGUST.—Eleet Sanitary Superintendent at last meeting, for ensuing year. (*Rule 6*).

Regents examination in November, March and June. (*Rule 39*).

21-6.9/28/27

BY-LAWS  
OF THE  
BOARD OF EDUCATION.

ADOPTED AUGUST 31, 1882.

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PART 1.  
RULES FOR THE BOARD.

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1.

The annual meeting of the board will be held at Annual Meeting their rooms on the Monday next after the second Tuesday of October, and be called to order by the secretary, who will preside until a president be elected.

Unless otherwise ordered a stated meeting will be Stated Meetings. held on the first Monday of each month, and on the third Monday of each month except October.

Special meetings may be called by the president Special Meetings. or, in his absence or inability to act, by any member of the board, by giving personal notice to each member or causing a written or printed notice to be City school act, sec. 9 left at his place of residence, at least twenty-four hours before the hour of such special meeting.

The president shall call a special meeting when requested by three commissioners.

2

Unless otherwise ordered, all meetings will be held Place and time of meeting. at the rooms of the board, and begin at 7½ o'clock,  
P. M.

Members, how  
seated.

Members will be seated as follows: Commencing at the president's right, the district commissioners shall sit in the order of the numbers of their respective districts, beginning with number one; the commissioners at large will then follow in alphabetical order.

### 3

Organization.

Annual Meeting

At the annual meeting the secretary will first present the evidence of the election and appointment of new commissioners.

If the right to any seat be contested, the question thus presented will be decided by a committee composed of the secretary and all the commissioners who were elected or appointed in the next preceding school year and are present at such annual meeting; and the contested seat will be assigned, in the first instance, to the person found entitled thereto by such committee—the secretary not voting unless there be a tie of the other members.

When all contested seats shall be so assigned, the board as thus constituted will reconsider the questions referred as aforesaid and determine finally whether any one, and if so who, is entitled to each contested seat.

No one whose right to a seat is contested will vote upon any question relating to such right.

The board being thus permanently organized will next elect a president; and then designate two committees of which he shall be a member, other than the academy committee.

Other meetings

At all other meetings the order of business, unless otherwise resolved, will be as follows:

Order of business.

1. Reading minutes of previous meetings, not before approved, and action thereon.

2. Presentation of bills and accounts, and action thereon.

3. Communications to the board and action thereon.

4. Reports of standing committees in their order as given in the 17th rule, and action thereon.

5. Reports of select committees, and action thereon.

6. Unfinished business.

7. Miscellaneous business.

#### 4

All resolutions shall be in writing and shall be read by the secretary before action thereon. Resolutions to be written.

All amendments and motions shall be reduced to writing when so directed by the president. And other motions when directed.

The name of the mover shall appear in the minutes.

#### 5

The ayes and nays shall be taken on all questions. Ayes and Nays.

Every member shall vote if required by any member, unless excused by the board. Every member to vote.

#### 6

The officers of the board shall be a President, a Superintendent of Common Schools, a Secretary, a Librarian and a Sanitary Superintendent. Excepting a president pro tempore, they shall be elected by ballot, and the vote of a majority of all the commissioners in office shall be requisite to an election. Excepting the president and sanitary superintendent, they shall continue in office during the pleasure of the board. Officers of the board.  
How chosen.  
Term of office.

Unless sooner removed by the board the sanitary superintendent will hold to the end of the school year in which he shall have been elected and until the election of his successor.

The Superintendent of common schools will be ex officio secretary and librarian unless otherwise ordered by the board. Superintendent ex officio secretary and librarian.  
Rule 73.

## 7

**President's duty.** The President shall preside at the meetings of the board and preserve order. All questions of order shall be decided by him, subject to an appeal to the board. He may name any member to perform his duties temporarily, but in his absence or inability to act his duties will devolve upon a president pro tempore to be chosen by the board.

## 8

**Secretary.** The Secretary shall have the care and custody of the records of the board, and the office of the board, which shall be the depository of the records.

**To keep the records and the office.**

**To keep accounts of the board.** He shall keep the accounts of the board, and shall so keep them as to show their exact condition at any time, keeping the account of expenditures classified as in section twelve of the city school law, and so that it shall at all times appear how much has been expended of the appropriation for each one of the eight purposes enumerated in that section, separately, also showing the amount received for tuition in each school.

*City school law, sec. 12. Sec. 20, sub div. 11. Sec. 21.*

## 9

**To provide printed copies of minutes.** The Secretary shall, in such form and numbers as the board may approve, provide printed copies of its proceedings, and blanks for the use of its officers and committees and for the schools. He shall countersign all orders upon the chamberlain.

**Blanks.**

**Countersign orders.**

## 10

**To attend meetings and record proceedings.** The Secretary shall attend upon the board at all its meetings and record its proceedings. He shall keep memoranda of unfinished business and shall keep a list of special committees, showing the purpose of each and date of appointment.

**To keep list of unfinished business and special committees.**



# 11

He shall in due season, call the attention of the board, and the proper committees, to any provisions of law or of the rules, requiring reports to be made or other things to be done at stated times.

To remind the board and committees of things to be done at stated times.

He shall prepare and submit to the board the reports to be made by the board to the common council, the superintendent of public instruction, the board of regents, or other bodies or persons, and have the same completed and forwarded within the period prescribed by law.

To prepare reports.

He shall notify teachers of their appointment, and shall transmit copies of resolutions, reports and other documents, pursuant to instructions from the board, and requirements of law.

To notify teachers of their appointment and transmit documents.

# 12

The general duty of the Superintendent shall be to aid and assist the board in their work.

Superintendent. His duties.

He shall have supervision of all school property and keep a complete list of the furniture, apparatus, books, and other articles; and in the month of February in each year shall make a careful examination of the property in the schools, and report the result to the board.

School property.

February report.

He shall devote himself exclusively to the duties of his office and shall observe regular office hours.

Office hours.

He shall maintain a uniform system of school records and reports.

Records.

At the close of each term and of each year he shall furnish the board with an abstract of the school reports made to him.

Abstract of reports.

He shall provide a thermometer for each school-room, and all necessary brooms, brushes, pails, and other articles of a similar character.

To provide for school rooms.

He shall supervise the taking of the annual census.

Census.

- To visit schools. When his other duties will permit, he shall visit the schools to know their condition and to aid and advise with the teachers.
- May suspend and restore pupils. He has power to suspend pupils of the district schools and to restore those suspended by him, and those suspended for absence.
- To aid committees He shall, when requested, meet with committees and render such aid and information as they may desire.

## 13

- To conduct examination of teachers The Superintendent shall conduct the examinations of teachers, give due notice of the time and place thereof, preserve the examination papers, and keep a record of those who shall be found qualified to teach, showing their division, age, and date of examination; also a record showing the names and positions of the several teachers in the employ of the board, their division, the date of certificate of qualification, the date of appointment and the rate of compensation of each.
- Record result thereof.
- To supply vacancies. Subject to the direction of the teachers' committee, he may employ or transfer teachers to supply vacancies temporarily, reporting his action at the next meeting of the board.

## 14

- Librarian. The Librarian shall have charge of the district libraries and of the academy library, and may appoint such assistants as may be necessary from time to time.
- City school law, sec. 10.*

## 15

- Sanitary superintendent. The Sanitary Superintendent shall be a licensed physician in good standing in the profession and in the community.
- Duties. It shall be his duty to visit the schools and inspect whatever affects their sanitary condition; also to as-

certain what pupils have not been vaccinated and exclude them from school, and at the next regular meeting to report to the board, the names and residences of those so excluded. Laws of 1860 Chap. 438.

And he is empowered to exclude from the schools, as in his judgment it may be necessary, children attacked with or convalescing from scarlet fever, diphtheria, whooping-cough, or other disease, or who reside in families in which contagious affections are known to exist. Powers.

## 16

Unless otherwise ordered, all committees shall be appointed by the presiding officer, and consist of three members each. Committees. How appointed.

## 17

There shall be the following standing committees; Standing Committees.

1. Finance Committee.
2. Teachers' Committee.
3. Committee on Organization and Discipline.
4. Text-Book Committee.
5. Committee on Buildings.
6. Committee on Supplies.
7. Academy Committee.
8. Committee on Laws and Rules.
9. Visiting and Evening School Committee.

Such committees shall be appointed as soon as practicable after each annual meeting, and shall continue until superceded by new appointment or until otherwise relieved. When appointed.

## 18

The Finance Committee shall examine and report upon all demands against the board, and shall countersign all accounts approved by them. Finance committee to audit accounts.

They shall at the commencement of each school year, examine the accounts of the chamberlain and the secretary with the board, and, at or before the To examine accounts of the chamberlain and secretary.

second stated meeting in September, report to the board whether all moneys which should have been placed to the credit of the board have been duly credited, and whether such accounts are correct.

To examine and certify report to common council.

When the secretary shall have prepared the report of receipts and disbursements, required by section 32 of the city school act to be made by the board to the common council, this committee shall examine and certify the same to be correct so that it may be presented to the board at or before the second stated meeting in September.

To submit estimates in February

They shall prepare and submit to the board, at the last stated meeting in February of each year, the estimates required by law to be submitted to the common council.

*City school act, sec. 20, sub div. 11.*

Insurance.

They shall see that the school property is insured as directed by the board.

## 19

Teachers' committee.

The Teachers' Committee shall present the names of such candidates for appointment as teachers of the district schools, as, upon examination and inquiry, they judge to be best qualified.

Duties.

May supply vacancies, and suspend teachers.

They may employ or transfer teachers to supply vacancies temporarily, and they may suspend teachers. In either case they shall report their action at the next stated meeting of the board.

June report.

At the last stated meeting in June, they shall report to the board the names of the requisite teachers for the district schools for the ensuing year, with the rate of compensation for each.

Applications

Applications for appointment as teachers of the district schools will be referred to this committee unless otherwise disposed of.

## 20

Committee on organization and discipline. Duties and powers.

The Committee on Organization and Discipline shall consider and decide all cases of discipline of

pupils of the district schools reported to them by the superintendent and, subject to the limitations See rule 44. and provisions of other by-laws, are empowered to suspend and restore such pupils.

All applications for permission to have pupils at- Reference to. tend school in districts other than those in which they reside, applications to be excused from attendance for a part of the session, and applications for leave to omit part of the course of study, will, unless otherwise ordered, be referred to this committee with power to decide thereupon.

## 21

The Text-Book Committee shall report any change Text book committee. of text-books they deem necessary, and direct the purchase of the same and other books and apparatus when ordered by the board. They shall have general supervision of the district school libraries and Rule 12. apparatus and in each September report the condi- September reports tion thereof to the board.

In each September they shall examine the library and philosophical apparatus of the academy, and report in relation thereto to the regents as required by their ordinances.

## 22

The Committee on Buildings shall have the general Committee on buildings. supervision of the school buildings and grounds, and shall from time to time report such alterations, repairs, and improvements as they deem expedient. To examine heating apparatus.

They shall, within the first two weeks of the summer vacation, examine the heating and ventilating apparatus, report their condition and recommend such improvements and repairs as they deem necessary. Monthly expenditures limited.

They may direct repairs, without the order of the board, to an amount not exceeding twenty-five dollars for any one district, or for the academy, in one month.

February report. At the first stated meeting in February they shall report in detail such repairs and improvements as are deemed necessary for the ensuing year, with the estimated expense thereof.

## 23

Committee on supplies. The Committee on Supplies shall direct the purchase and repair of school furniture, and the procuring of all necessary supplies, except as otherwise provided. They shall advertise for and receive proposals for the necessary fuel, and, when authorized by the board, contract for the same.

Duties. Monthly expenditures limited. The amount expended by them for purchases, or for repairs, (not ordered by the board) shall not exceed twenty-five dollars for any one district, or for the academy, in one month.

## 24

Academy committee. Duties. The Academy Committee shall have the general care of the interests of the academy, its course of study, discipline and management.

In June to report teachers. At the first stated meeting in June they shall report the names of the requisite teachers for the ensuing year, stating the rate of compensation for each.

Supply vacancies. If a vacancy occur, they shall report the same at the next meeting of the board, and shall have power to supply the same in the meantime.

Power to suspend. They have the power to suspend teachers and to suspend and restore pupils of the academy, subject to the limitations and provisions of other by-laws, reporting their action in either case at the next stated meeting of the board.

Rule 44. The president of the board will be ex officio, a member and chairman of this committee.

## 25

Committee on Laws and Rules. The Committee on Laws and Rules shall consider and report upon proposed amendments to the by-

laws, and shall also propose such amendments as they may deem proper.

26

The Visiting and Evening School Committee shall visit each school at least once in each term and report the condition thereof with such suggestions as they may deem proper.

Visiting and evening school committee. Duties. City school law Sec. 27.

Annually, in October, this committee shall report upon the expediency of organizing an evening school. If such school be organized, they shall have the care of its interests, and, together with the superintendent, of its course of study, discipline and regulations. They shall have power to suspend and restore pupils of such school.

27

When any demand shall be referred to the finance committee, if the work have been done, the supplies furnished, or other transactions out of which the demand arose have transpired under the direction of another committee, such other committee shall certify the matter to the finance committee with such facts and circumstances as may aid them in auditing the demand.

Other committees to aid finance committee.

28

All reports shall be in writing, and entered in the minutes or filed. If any action be recommended, the report should ordinarily embrace a resolution framed accordingly.

Reports. How made.

29

Every bill against the board shall be itemized and attached to the order upon which it was made, and be presented to the secretary, and by him to the board at the next meeting, when it will, unless otherwise ordered, be referred to the finance committee, who will audit the same and report thereupon as soon as practicable.

Claims against the board, how presented.

To be referred.



Appropriations,  
when to lie over.

If any member object, no resolution will be adopted or other action taken, directing or involving the expenditure of money, unless it have been moved at a previous meeting.

Blanks for  
accounts.

Blank orders for the use of committees and blank vouchers in such form as the board shall approve, shall be provided by the secretary, and all accounts shall be made on, or attached to such vouchers.

### 30

Census.

*City school law, Sec.  
22.*

Annually, between the first and tenth of October, the board will cause the census to be taken, each commissioner district by itself, showing the full name, age, and residence of each child between the ages of five and twenty-one years, and the name and residence of the parent or guardian of each. The age to be taken each year is that of the birthday next preceding the first day of October.

### 31

Powers of com-  
mittees subordi-  
nate to the board.

All powers conferred by the board upon committees or others, by the by-laws or otherwise, are subordinate to the action of the board.

### 32

Use of school  
buildings.

The board has no power to use, or to permit the use of any school building or grounds for any purpose other than the purposes of the schools, contemplated by the statute under which the department is organized.



## PART 2.

### REGULATIONS FOR THE SCHOOLS.

---

#### 33

The school of each district is divided into three classes named, respectively, PRIMARY, JUNIOR AND SENIOR. Organization of district schools.

Each class has three divisions or grades, designated by prefixing the letter C, B, or A; C designating the lowest, B, the middle, and A, the highest grade of a class.

One school year is allotted to the work of each grade.

The school year is divided into three terms. Terms.

The first term commences on the first Monday of September and continues sixteen weeks, except that if the first Monday be the seventh day of September the term will commence on the last Monday of August.

The second term commences on the Monday next after the first day of January and continues twelve weeks.

The third term commences on the Monday next after the second day of April and continues twelve weeks.

The schools will all close on the same day, Friday Close. of the last week of the term, except the academy, which will close on Thursday.

## 34

|                            |                                                                                                                                                                                                                                                           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sessions.                  | There will be two daily sessions of each school.<br>The morning session will commence at nine o'clock and close at noon.<br>The afternoon session will commence at half-past one and close at four o'clock.                                               |
| Bells.                     | The first bell will be rung in the morning twenty minutes, in the afternoon fifteen minutes before the session, and the second bell five minutes before each session, except that at the academy the second bell will be rung at the hour for commencing. |
| Recess.                    | There will be a recess of fifteen minutes in each session.                                                                                                                                                                                                |
| Opening by the teachers.   | In the district schools the teachers will be at their respective rooms for the admission of pupils at the ringing of the first bell.                                                                                                                      |
| Holidays.                  | There will be no school on any Saturday, Sunday, Good Friday, Thanksgiving day or the day following.                                                                                                                                                      |
| Session not to be omitted. | A session will not be omitted, nor will a school be dismissed during school hours, otherwise than as provided by the regulations, except by order of the board, or in emergency by the principal or the superintendent.                                   |

## 35

|                          |                                                                                                                                                                                                                                                                                                                            |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Examination of Teachers. | Examinations of teachers and of applicants for employment as teachers, will be held under the direction of the teachers' committee, by the superintendent assisted by the principals, at such times and places as the committee shall appoint. One such examination shall be held in May and one in December of each year. |
| By whom.                 |                                                                                                                                                                                                                                                                                                                            |
| Report.                  | The committee will report who are found qualified.<br>No one not duly certified to be a qualified teacher will be employed.                                                                                                                                                                                                |
| Rank.                    | All teachers of the district schools, except the principals, will be ranked in five divisions according                                                                                                                                                                                                                    |

to the degree of qualification, provided, that no division shall contain more than twenty-five per cent. nor less than fifteen per cent. of all the teachers except the principals.

A certified teacher may be re-examined, that the degree of his qualification may be better ascertained, if he or the committee desire such re-examination. Re-examination.

Unless expressly otherwise provided, the period for which any teacher shall be employed shall terminate with the school year, or sooner at the pleasure of the board. Tenure. City school law, sec. 20, sub div. 6.

Teachers will not receive pay for their time while absent, except as otherwise provided.

### 36

In the district schools pupils will be examined and classified by the principal with the aid of his assistant teachers. Pupils. How classified.

Examinations will be had monthly upon the work of the month, and at the end of each term in review of the work of the term; the term examination however, superceding the monthly examination for the last month of the term. Examinations.

Other examinations for classification or promotion of individuals, will be had as the principal shall appoint. Special examination.

The examinations, except in the primary class, shall be upon questions prepared for each grade, under the direction of the superintendent. Written.

In the primary class examinations may be oral and the pupils will be promoted on the recommendation of the teacher. Oral.

### 37

Pupils of the junior and the senior classes of the district schools will be promoted if they have answered correctly seventy-five per cent. of the questions of all the monthly and term examinations, and sixty Promotion.

per cent. of the questions in every branch. Provided however that if a pupil fail of the last condition only, he may, if his teacher approve and the principal consent, be promoted on condition that if he shall there after fail he shall thereupon be remanded. Provided also, that if a pupil fail after having been twice over the work of a term, he may be promoted if his attendance has been regular, and his application and deportment have been good.

Third term A-seniors.

The third term A-senior pupils who, according to the provisions of this rule, are entitled to promotion, shall be deemed to have accomplished the sub-academic course.

### 38

Academy.

The Academy has three classes, JUNIOR, MIDDLE

Organization of.

AND SENIOR.

One school year is allotted to the work of each class.

Admission to.

Pupils who have accomplished the sub academic course may enter the junior class provided they shall have taken the next preceding regents' examination, and notwithstanding failure to pass that examination.

Other applicants for admission to the academy will be examined by the principal of the academy with the aid of his assistant teachers, and classified according to their qualifications thus ascertained.

Such examinations will be had at such times and places as the principal shall appoint.

No applicant will be admitted until it be ascertained as above provided, that he has accomplished the equivalent of the sub-academic course, unless he have received the regents certificate of academic scholarship, or be claimed as hereinafter provided, to have successfully passed the regents examination. And no one will be admitted to the senior class until he have received such certificate of academic scholarship, or be claimed to have passed as aforesaid.

Applicants will be admitted to the academy at the commencement of the school year, and at any other time provided they be found qualified to enter the organized classes and proceed with the class-work.

### 39

There will be in each year three regents' examinations of applicants for admission to the academy; one in or about November, the second in or about March, and the third at or near the close of the academic year, as the regents shall appoint. Regents' examinations.

Such examinations shall be held at Number Four Primary, and be under the direction of a committee to be composed of the principals of the several district schools.

### 40

There shall be admitted to each regents' examination all A senior pupils and, to the examination in geography, all third term B senior pupils who may apply; also any scholar from any common school, who may apply for such examination, bearing the certificate of the principal teacher or of any trustee or commissioner of such school, that in his judgment such scholar is qualified to pass the said examination. Who admitted to.

It is the duty of the principal to give such certificate to any scholar of his school who, in his judgment, is qualified to pass the examination.

All scholars of the academy who have not previously received the regents certificate of academic scholarship, shall take such examination.

### 41

At the close of each regents' examination the committee shall make a statement of the name, age and residence of each scholar claimed by them to have successfully passed the examination, and the Report of committee for regents' examination.

number of correct answers claimed to have been given by each in each study. Such statement, duly certified by the committee, together with the written answers as given by each scholar so claimed to have passed, shall then be delivered to the principal of the academy, who shall, in conformity to the ordinances of the regents, verify such statement, make a record thereof in the book provided for such record, and forward the statement with such written answers to the secretary of the university.

Record and transmission.

Each scholar so claimed to have successfully passed the examination shall be entitled to admission as a pupil to the academy, subject to the provisions of these regulations; and at the final term-examination of the year in the district school, will be excused from examination in the branches embraced in such regents' examination—the regents' examination being substituted for the term-examination in those branches.

Substitute for term examination.

## 42

Examination in Academy.

In the Academy each teacher will examine his several classes in the months of November, February, April and June, on such days as the principal shall appoint. No special examination will be given to any pupil absent from examination without "sufficient excuse."

Promotion.

If the pupil answer correctly seventy-five per cent. of the questions in all the examinations in any branch, and do not fail to answer correctly sixty per cent. of the questions in any one examination therein, he will be deemed to have accomplished the work in that branch.

Condition.

If he fail to thus pass any examination, an account of such failure will be kept, and if at the close of his junior or his middle year the account of a pupil show that he has failed on more than two

examinations he will not be promoted. If it appear that he has not failed on more than two examinations he will be advanced to the next class, and will be required to make up the deficiency by recitation and examination in the lower class; but in no case will he be classed as a senior until such work have been accomplished. If the hour for recitation in the two classes conflict, or for other cause it be impracticable for the pupil to pursue the study in which he has failed, he may in lieu of such work, do such equivalent work as the prescribed course of study permits and the principal shall approve; but the pupil will not be graduated until he has accomplished such work, or its equivalent as aforesaid. Equivalent work.

If a pupil of the academy claim that he has, in any other institution under the control of the regents of the university, accomplished any part of the work prescribed by the course of study, the certificate of the principal of such institution to that effect, shall be received as satisfactory evidence that such work has been accomplished. Work done in other institution allowed.

#### 43

When it shall appear in manner provided by the foregoing regulations, that the pupil has accomplished the course of study prescribed by the board, for the district schools, or for the academy, he will be granted a diploma certifying accordingly and attested by the seal of the board, the signatures of the president and secretary of the board and the principal of the school. Provided, however, that such diploma shall in no case be granted a pupil of the academy who has not successfully passed the regents' examination. Graduation.

#### 44

The principal shall have the management of his school; shall keep the same under wholesome restraint and discipline; shall supervise the school-Principal. To have management of his school.



house, grounds and furniture, that they may be kept in good order; shall enforce the regulations of the board; and may make and enforce such rules as he deems necessary for the proper management of his school.

**Programme.** At the opening of each term he shall prepare a programme of study and recitation, showing the time allotted to each study and recitation for each class.

**To review school.** He shall examine the work of other teachers of his school as often as may be consistent with his other duties.

**May suspend pupils.** He may suspend a pupil for flagrant misconduct and he shall thereupon report the case fully to the secretary, and cause the parent or guardian of the pupil to be informed of the suspension.

**Restoration of such pupils.** A pupil suspended under this rule can be restored only by the principal or the board.

#### 45

**Principal to keep record.** The principal shall keep a general record of all the pupils registered during the year, showing the age of each at the last birthday previous to the first day of October of the current year; and showing such other matter as is necessary for the preparation of the reports or communications of the superintendent, and such as are indicated by the blank record and the blank returns furnished; and shall in due season make and transmit to the secretary such necessary matter for such reports and communications as are indicated by such blank returns.

**To report.** At the commencement of each term, he shall report to the secretary the name of the teacher assigned to each class, and the number of pupils in the class.

**To report.** As soon as practicable after each regents' examination he shall report to the secretary the names of the pupils from his school who have taken the exam-



inations, and the result as to each, as claimed by the committee.

The principal shall file all certificates of vaccination given by the sanitary superintendent (or by any other physician if they be endorsed "approved," by the sanitary superintendent,) and shall enter the word "vaccinated" in the school record, opposite the name of the pupil thus certified—the certificate to be returned to the pupil if he be transferred to another school or remove from the city.

File certificates of vaccination.

The principal shall, at the end of each month, make a requisition upon the superintendent for the supplies necessary to his school for the succeeding month.

Make requisitions

At the first stated meeting of the board in September, the principal of the academy will submit the annual returns to be made by the academy to the regents—prepared by him and attested by his oath—in accordance with the statute and the ordinances of the regents.

Academy report.  
*University Manual,*  
1872, page 30.

#### 46

It shall be the duty of the first assistant teacher appointed by the board to aid and assist the principal in his work, and to discharge his duties in his absence.

First assistants.  
Duties.

#### 47

Assistant teachers will be held responsible for good order and obedience to the rules in their respective rooms; they shall aid in preserving order throughout the building, and report to the principal cases of disorder requiring serious discipline.

Assistant teachers.  
Duties.

#### 48

No teacher shall be absent during school hours without permission of the superintendent previously obtained, except in case of sickness.

Teacher's absence.

Teachers temporarily absent shall cause the absence to be reported to the principal and to the superintendent immediately.

The amount of the time that each teacher is absent during the month, with the reasons for such absence, will be stated in the principal's monthly report.

#### 49

Corporal punishment.

When corporal punishment shall be inflicted, it shall be the duty of the teacher to make, in the book provided for that purpose, a record of the offence, the manner and extent of the punishment, the reasons for it and the name and age of the pupil, with such explanatory remarks as he may think proper. A transcript of such record shall be sent with the monthly report to the superintendent.

#### 50

Complaints.

Teachers will not in the presence of pupils hear complaints of persons considering themselves aggrieved.

#### 51

Ventilation and temperature.

Teachers will be required at all seasons of the year to give special attention to the ventilation and to recording the temperature of the school rooms, as indicated by blanks furnished. The thermometer in winter should range between 65 and 70 degrees, Fahrenheit.

If it be found that a class room cannot be heated to 65 degrees the class should be dismissed unless there be an available room that may be heated to that degree.

If the weather be such that in the school-room the thermometer indicates 85° or upwards, the school may be dismissed until the temperature falls below that point.

The air of the room must be effectually changed Caution. at the close of each session; but during school hours in cold weather the windows should not be opened when proper ventilation can be otherwise effected, and in no case should children be permitted to sit in a current of cold air.

## 52

At such times as the principal may designate, Teachers may visit schools. teachers may have not to exceed one day in each term, in which to visit other schools of the city.

## 53

At such times and under such supervision as the Teachers' meetings. superintendent shall appoint, the teachers shall meet for such exercise as may tend to improve their work and secure uniformity. No excuse will be accepted for absence from any such meeting, except such as would justify absence from a regular session of the schools.

## 54

Teachers will keep a daily record of each pupil's Record of pupils' attendance, etc. deportment, the number of half-days absent, the times tardy and the time lost by tardiness. They will keep a register in the form provided by the board, in which they shall record in alphabetical order the names of pupils, the grade, age and daily attendance of each, and the names and residence of the parent or guardian.

## 55

Assistant teachers shall make their reports to the Assistant's report to principal. principal punctually, in accordance with the blank forms provided, and he shall transmit an abstract of Principal's report to superintendent. the same and of his own record, to the superintendent at the close of each month and term of the school year.

## 56

Ignorance of by  
laws no excuse.

Ignorance of the rules shall not excuse any act or omission of a teacher.

## 57

Pupils to attend in  
the district in  
which they reside.

Unless otherwise provided by the board, all pupils except pupils of the academy and the evening school will attend in the district in which they respectively reside. But if the residence of a pupil be changed during the year he may continue to the end of the year in the school which he was attending at the time of the change.

When not to enter  
grounds or build-  
ings.

Except by permission of the principal, pupils shall neither enter the school grounds earlier than thirty minutes before school, nor, except in inclement weather, be admitted within the building before the ringing of the first bell.

At no time out of school hours shall a pupil remain in a school-room unless a teacher be present.

Except primaries.  
pupils to remain  
during entire ses-  
sion.

Pupils, except those in the primary class, will be required to remain in school during the entire session, but may be excused by the teacher on account of sickness or other pressing necessity.

## 58

Applications for  
transfer of pupils.

Applications for permission to have pupils attend schools in districts other than those in which they reside, applications to have pupils excused from attendance for part of the session, and applications for leave to omit part of the course of study, must be made by the parent or guardian.

To be excused for  
part of session.

From part of  
course of study.

When decided, the secretary will communicate the result to the applicant, and, if the application be granted, to the principals or principal.

The order made will continue operative until revoked.

If in any case it appear necessary that such

application should be granted sooner than it can be disposed of by the board in the ordinary course, the superintendent will decide it and report at the next meeting.

## 59

Pupils shall come provided with the necessary books and other articles which they may need for class work, and shall come in neat and orderly condition of dress and person. They shall not cut, mar, mark, or otherwise deface any school furniture or building or other school property.

*Pupils to bring books, &c.*

*City ordinances, chap. 4, sec. 41.*

They are prohibited from bringing on to the school premises bows and arrows, fire-crackers, fire-arms, or other dangerous weapons or playthings. They shall not engage in ball playing when or where it will be attended with danger or inconvenience to younger children, or those not participating in the game, or where it will endanger school property; nor at any time except under the direction of the principal of the school.

*Prohibited playthings.*

*Ball Playing.*

*City ordinance, ch. 4, § 42.*

They shall be obedient and respectful to their teachers and kind and courteous to each other; shall refrain from vile or profane language, from the use of tobacco and from all immoral conduct, and shall be regular in attendance and diligent in study.

*Department.*

## 60

Pupils shall not receive calls or visits, nor will visitors be allowed to occupy the desks of pupils during school hours, except in extreme cases and then only by permission of the principal.

*Pupils not to receive calls.*

## 61

The principal shall suspend any pupil who, without his permission previously obtained, shall be absent from any stated examination prescribed by the board, unless on the same or the next day the prin-

*Pupils absent from examination.*

principal have satisfactory evidence that such absence was occasioned by sickness or other pressing necessity.

## 62

Absence and tardiness.

The principal shall suspend any pupil who, without sufficient excuse, shall be absent from school to the amount of six half days in any one term.

Such excuse must be rendered by the parent or guardian personally or in writing, and must state the circumstances which have occasioned the absence, so that the principal may judge of its sufficiency.

Tardiness shall be deemed equivalent to an half-day's absence.

On suspending a pupil the principal will report in writing to the superintendent and to the parent or guardian of the suspended pupil.

When a pupil is suspended for any cause, his name shall be stricken from the roll.

## 63

Non-resident pupils and pupils over age.

*City school act, §28.*

Non-residents and applicants over twenty-one years of age may be admitted as pupils to the several schools, when there are vacant seats, upon payment of tuition as follows:

Tuition.

To the academy, \$14.40 for the term of sixteen weeks, and \$10.80 for a term of twelve weeks.

To the other schools, \$8.00 for the term of sixteen weeks, and \$6.00 for a term of twelve weeks.

Sickness.

No allowance will be made for absence except in case of sickness, nor in that case for less than four weeks.

Payment.

Payment may be made to the secretary, to be thereupon deposited with the chamberlain to the credit of the board.

No pupil liable for tuition shall be admitted to any school until he deliver to the principal a certificate of the secretary that the tuition has been paid.

At the close of the term the principal shall en-<sup>Principal to en-</sup>  
dorse on such certificate the number of weeks the <sup>dorse certificate.</sup>  
pupil has been absent on account of sickness during  
the term for which payment was made, and deliver  
the certificate to the chairman of the finance com-  
mittee.

## 64

If the principal doubt whether a pupil, or a per-<sup>Residence, how</sup>  
son applying for admission as a pupil, be an actual <sup>ascertained.</sup>  
resident of the city, he shall report the case to the  
superintendent, who shall investigate and decide it  
or report the facts to the committee on laws and  
rules for their action.

Any party in interest dissatisfied with the decision  
of the principal or of the superintendent, may notify  
the superintendent and he shall then report the case  
to said committee.

Any party dissatisfied with the action of the com-<sup>City school act, sec.</sup>  
mittee, may notify the secretary, who shall there-<sup>28.</sup>  
upon report the case to the board for final action.

If the parents of the applicant be non-resident,  
the principal must refer the application to the super-  
intendent.

In all cases referred to the superintendent under <sup>Affidavit.</sup>  
this rule, he will require an affidavit stating not only  
that the applicant is a resident of the city, but also  
stating the facts and circumstances that show him to  
be such resident. Such affidavit must be made by  
the parent or guardian unless it appear that it is im-  
practicable to obtain his affidavit. In that case the  
superintendent will determine who is the proper per-  
son to make the affidavit.

## 65

Books furnished by the board for the use of indi-<sup>Indigent pupils,</sup>  
gent pupils shall be numbered and belong to the <sup>books for.</sup>  
school library.



The principal of each school, except the academy, shall furnish the commissioner of his district with the names of those pupils whose parents or guardians declare themselves unable to provide the necessary text-books or other articles for class work together with such information relating thereto as he can procure.

Then if the commissioner certify such inability upon satisfactory evidence, the principal will loan such books or other articles to such pupils, and will enter in the register the titles or names of the articles, the numbers if books, the names of the pupils and of the parents or guardians, and at the close of the term shall see that such articles are returned to the school library, and shall enter such return in the register.

## 66

Unauthorized teachers, text books and course of study.

No person other than teachers regularly employed will be permitted to teach.

No teacher will permit the use of any course of study or any text-book not duly authorized by the board.

## 67

Inhibition of other books.

No book or periodical foreign to the purposes of the school, will be allowed in the school-room.

Of advertising and canvassing in the schools.

No lecture, show, or other thing shall be advertised, nor shall cards or tickets for the same be distributed in the schools or on school grounds.

No person will be allowed during school hours to occupy the time of teachers or pupils in the interest of the publication or sale of any book or other thing.

Of use of school property for other purposes.

The use of the buildings or grounds for any purpose other than the purposes of the schools, will not be allowed.

## 68

No subscription paper shall be circulated, nor shall Of Contributions. any contribution be taken in any school, for any purpose.

No teacher shall make, or contribute for, any gift Gifts and entertainments. or entertainment for the board or any member or officer thereof; nor shall any money or other thing be collected or taken from a pupil, for or as a gift or testimonial to a teacher, or to a member or officer of the board.

## 69

No person in the employ of the board shall be Employes not to be interested in the sale of books, &c. pecuniarily interested in the sale of any text-book or other thing in the schools; or make any arrangement with publishers or others, relating to the introduction or sale in the schools, of text-books or other thing.

## 70

The district commissioners shall employ and are Janitors. empowered to discharge the janitors for their schools, respectively, (subject to approval by the board, and How employed. at such rate of compensation as the board shall prescribe), and will be held responsible for the faithful discharge of their duties.

It shall be the janitor's duty to sweep the school- Duties. rooms, dust the desks and other furniture, clean the windows and floors, and to keep the rooms neat and in order; to build the fires in season to warm the rooms before school opens; to riddle the ashes, save the unburned coals and see that no fuel is wasted; to inspect the privies each day and keep them clean; to mow the lawns and keep the grounds and streets adjacent clean and free from weeds, remove all paper, stones, and rubbish therefrom; to see that trees recently set are kept well watered during summer; to clean the snow from the walks in the yard, and

from the sidewalks of the school lot; to see that the doors and windows of the buildings and the gates of the yard are closed and fastened when there is no school; to take good care of the premises during vacations and at all times; and at the close of the school year, thoroughly scrub the floors, oil the desks, wash the windows and otherwise clean the buildings.

Negligence.

The principal shall promptly report to the district commissioner any neglect of duty by the janitor.

## 71

Separate primary schools.

If a primary branch of any district school be conducted at a place other than the principal school building of the district, it shall still be subject to the supervision of the principal of the district school and be deemed one of the departments of that school.

Vice Principal.

The board will designate a VICE PRINCIPAL who shall, subject to the principal, have the management of such primary and shall aid and assist the principal in such of his work as pertains thereto.

The principal shall assign the primary pupils of his district to the primary or to the principal district school of his district, as he shall find expedient, from time to time. Provided, however, that any primary pupil of district No. 1, residing on or west of Madison Avenue, shall be permitted, if he apply, to attend No. 4 primary.

## 72

Evening school.

The general regulations for the schools shall be deemed applicable to the evening school only so far as they are appropriate to and consistent with the design of an ungraded evening school.

No pupil under fourteen years of age, and no one whose circumstances will permit his attendance at the day schools, will be admitted to the evening school.

## 73

The principal of the school at which any portion Librarian. of the library shall be kept, will be ex officio assistant librarian of that portion, unless the librarian otherwise appoint.

The district library shall be opened at the close of the afternoon session every Friday on which there shall be a session of the school, except the last Friday of the school year, and remain open so long as shall be necessary for the distribution of books.

Every resident of the city, of sufficient age to read *Code of pub. ins. of 1879, page 307.* the books of the district library, is entitled to the benefit thereof, and of the several portions thereof, *City school law, Sec. 29.* whether kept in his commissioner district or not, subject to the "Regulations" concerning the use of the books in district libraries, prescribed by the superintendent of public instruction and subject to all other regulations of the superintendent of public instruction made in pursuance of § 11, title VIII., of *Laws of 1864.* "An act to revise and consolidate the general acts relating to public instruction." And the rules authorized by the sixth of said "regulations concerning the use of books," *Code of pub. ins. of 1879, page 307-9.* are hereby adopted, and the fines thereby authorized will be imposed accordingly.

## 74

The academic year will terminate with the last Academic year. day of August in each year.

*Laws of 1856, ch. 51.*

## 75

Powers subordinate to by-laws.

Powers, rights and privileges conferred by the by-laws are to be held in subordination to other by-laws and to the action of the board.

## 76

Amendment to by-laws.

Any by-law may be altered, or amended, or abrogated, or a new by-law may be added at any meeting of the board, provided notice have been given at a previous stated meeting, specifying the change proposed and the time when it will be moved; and the by-laws shall not be otherwise changed: nor shall any action inconsistent therewith be taken at any meeting if any member present object that such action would violate the by-laws.

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